



KING COUNTY  
Healthcare  
Coalition  
Prepare. Respond. Recover.

## Healthcare Coalition Executive Council

Meeting Minutes – September 14, 2007

Metropolitan Park East, Group Health Conference Facility, Seattle

### **Council Members Present:**

Jeff Sconyers, Children's Hospital & Medical Center; Patty Mulhern, Visiting Nurse Services of the Northwest; Dr. David Grossman, Group Health Cooperative; Gayle Ward, Northwest Hospital; Jean Robertson, Mental Health Chemical Abuse and Dependency Services Division of King County; Dianna Reely, Overlake Hospital Medical Center; Paul Hayes, Valley Medical Center; Anita Geving, The Polyclinic, Joyce Jackson, Northwest Kidney Center

### **Council Members Not Present:**

Pamela Piering, Aging and Disability Services; Johnese Spisso, Harborview Medical Center; Cal Knight, Swedish Medical Center; Tom Trompeter, Community Health Centers of King County; Peter McGough, University of Washington Physicians Network

### **Also Present:**

Peter Rigby, Northwest Hospital & Medical Center, Michael Loehr, Public Health – Seattle & King County; Fred Savaglio, Virginia Mason Medical Center; Onora Lien, Seattle & King County Public Health

### **Coalition Staff Present:**

Richard Marks, Consultant, Cynthia Dold, Public Health - Seattle & King County; Allison Schletzbaum, Regional Medical Resource Center; Lydia Ortega, Public Health - Seattle & King County

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### **Introductions**

Dr. David Grossman, Vice Chair of the Council, opened the meeting at 8:30am and asked for a motion to approve the minutes from the June 4, 2007 Executive Council Meeting.

**ACTION: The Executive Council unanimously approved the 6-4-07 Executive Council Minutes.**

### **Management Report**

Cynthia Dold briefed the Council on staffing updates, grant opportunities, action items from previous meetings, and project/committee accomplishments since the last meeting. The Council expressed interest in publicizing the Coalition's work whenever possible. Future management reports should include articles and links that recognize the Coalition's accomplishments at the regional and national level.

**Follow-up: Coalition staff will distribute any existing articles in which the Healthcare Coalition is recognized and will include such articles in future management reports.**

### **Policy for Letters of Healthcare Coalition Support**

The Coalition has received several requests from organizations seeking the Coalition's endorsement of their programs in the form of a letter of support. The staff has developed a policy and procedure to ensure that

letters of support and endorsements from the Executive Council are consistent with the Coalition's mission and goals. The Council modified the policy so that if the Chair or Vice-Chair must make a decision without consulting with the Council, he/she will inform the Council of the decision.

**ACTION: The Council approved the Letter of Support policy as modified.**

**Follow-up: Cynthia Dold will modify the policy as approved and circulate it to Council members.**

#### **Coordinated Health & Medical Response**

Michael Loehr, Director of the Seattle & King County Public Health Preparedness Section, presented an overview of the Multi-Agency Area Command structure in an emergency response. He described the roles of the different participants, including Executive Council members. Council members provided feedback and requested that the authority of Public Health be clearly delineated in the diagram. The Council also requested further training and exercising of this structure in the future.

**Follow-up: Public Health and Coalition staff will revise the Area Command structure to more clearly delineate Public Health's authority. The revised structure will be presented at the Coalition All Executive Meeting on November 29, 2007. In 2008, Public Health will provide the Executive Council and other participating agencies with additional training relating to the Multi-agency Area Command structure.**

#### **KCHealthTrac**

Allison Schletzbaum, Regional Medical Resource Center (RMRC) Project Manager, gave a presentation summarizing the role of the RMRC and the incident management software system, KCHealthTrac, which was recently purchased by the Coalition. Allison will work closely with each health sector (e.g., hospitals, nursing homes, medical group practices, community clinics) to ensure roll out of the web-based software and training is available to all facilities that choose to participate. Allison presented a timeline for rollout to the health sectors over the next year and a half.

**ACTION: The Council approved the KCHealthTrac Healthcare Sector work plan and timeline.**

#### **2008 Goals & Budget**

Richard Marks reviewed the proposed goals, objectives, and budget for the Healthcare Coalition for 2008. The Executive Council agreed with the current goals and objectives outlined. In 2007, the Coalition was mainly funded through federal and local funds, but in 2008, funding from local sources will decrease significantly. Public Health, on behalf of the Healthcare Coalition, has applied for a competitive grant that will offset the decrease in local funds. If the Healthcare Coalition does not receive the grant award, staff will convene the Executive Council by conference call to discuss options.

**ACTION: The Council approved the Goals & Objectives and the funding strategy for 2008.**

**Follow-up: Cynthia Dold will notify the Executive Council as soon as Public Health is informed about the grant award.**

#### **November All Executive Meeting Agenda**

Dr. Grossman suggested that the Dr. David Fleming, the new Director of Public Health, would be a good presenter for the November All Executive meeting. The Council agreed, and suggested that it would also be

helpful to include the Medical Examiner and the EMS Directors who participate in the Multi-agency Area Command structure.

**Follow-up: Cynthia Dold will circulate a draft of the November All Executive Meeting agenda to the Executive Council.**

### **Other Issues**

#### **2007 King County Healthcare Coalition Awards**

Cynthia Dold recommended establishing a Coalition awards program as a means of identifying and recognizing individuals and/or organizations for the valuable contributions they are making to healthcare system preparedness. Nominations are due October 15<sup>th</sup> and awards will be presented at the November 29<sup>th</sup> All Executive Meeting.

**Follow-up: Cynthia Dold will circulate the awards flyer to Healthcare Coalition membership.**

### **Adjournment**

Dr. David Grossman adjourned the meeting at 10:30 am.

**Future Meeting Dates:** November 29, 2007 2.30 – 4.30 pm **(All Executive Meeting)**

Follow-up: Lydia Ortega develop an Executive Council meeting schedule for 2008